



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

SWIMMING POOL HOLD HARMLESS AGREEMENT APPLICATION

PROPERTY OWNER(S) NAME(S) _____

(as shown on deed and Property Assessor records)

PROPERTY ADDRESS: _____

SUBDIVISION NAME: _____

LOT NUMBER: _____

Owner Name (Print): _____ Address: _____

Phone No.: _____ Email Address: _____

Signature of Owner _____

Include a \$150 application review fee. Checks should be made payable to "City of Germantown"

**PLEASE SEE THE BACK OF THIS FORM FOR INSTRUCTION ON COMPLETING AND
SUBMITTING THIS APPLICATION REQUEST TO DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT**

CITY OF GERMANTOWN

SWIMMING POOL HOLD HARMLESS AGREEMENT *APPLICATION CHECKLIST*

Swimming Pool Hold Harmless Agreement Application and the required materials shall be submitted to the Department of Economic and Community Development. Applications will not be accepted if all material required is not included with the submittal.

CHECKLIST FOR SUBMITTING SWIMMING POOL HOLD HARMLESS AGREEMENT APPLICATION

1. () COMPLETED APPLICATION FORM

2. () COPY OF PROPERTY OWNERSHIP DEED

3. SITE PLAN

() A site plan of the lot, showing the proposed swimming pool with the distances from lot lines noted and all recorded setbacks and easement on the lot.

4. RECORDING FEE

() A recording fee in the amount of \$12 made payable to the Shelby County Register Office

5. APPLICATION FILING FEE

() A non-refundable check in the amount of \$150.00. Made payable to the City of Germantown

ADMINISTRATIVE APPLICATION PROCESS:

1. Applicant should contact the Planning Department of the Economic and Community Development (ECD) Office at 1920 South Germantown Road to discuss the requirements for seeking a Swimming Pool Hold Harmless Agreement and to obtain a copy of the required application form.
2. Applicant should fill out application form and submit it and all required materials and documentation to the Planning Department for review and approval.
3. The ECD will process the request and prepare the Swimming Pool Hold Harmless Agreement and send the original document to the applicant for their notarized signature.
4. Upon the applicant returning the original signed document to ECD, staff will send the document to the City Attorney for approval.
5. Upon the return of the approved document to Staff from the City Attorney, it will be sent to the Mayor and City Clerk for signature.
6. The ECD will record the executed agreement with the Shelby County Register Office and a copy will be returned to applicant.

TO BE COMPLETED BY STAFF: Application Submittal Complete (Circle One) Yes No

Comments:

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT FROM STAFF**